

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DDC CONTROLLER

SITE AND BLDG #: VA051
MECHANIC SIGNATURE: Aaron Skeens
DATE: 11/4/2022

LOCATION/RM #: WO# XXXX ASSET # XXXX
START TIME: 10am
FINISH TIME: 11am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	Y		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Obtain username and password for login. If not available, contact appropriate company manager to obtain access.	Y		
2	Login into system, check for any alarms currently on system. Make necessary repairs to correct alarms back to normal state.	Y		
3	Check physical condition of the device. Shut off power to the unit.Vacuum any remaining dust. Turn power back on to the unit.	Y		
4	Check all fuses for evidence of heating or weakening.	Y		
5	Check sytem for alarms	Y		Reported DDC Alarms Requested CSS ticket
6	Check all plug connections in the panel to ensure the plugs are fully seated.	Y		

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed discription of the deficiency.

To be performed by: HVAC Technician

Additional Notes: